



FREQUENTLY ASKED PASTORAL QUESTIONS

ACADEMIC

MY SON IS UNDER PERFORMING IN A SUBJECT, HOW DO I RAISE MY CONCERNS WITH THE SUBJECT TEACHER?

- Use your son's homework diary to convey a message to school,
- Contact the relevant Head of the Department, they will have oversight of your son's progress in their subject area and can discuss your concern with the subject teacher.
- Heads of Department email addresses can be found in the 'Contact us' section of the website. Here is a link: [Who's Who](#)
- Depending on where we are in the term, it may be wise to wait for your son's forthcoming report and subsequent parent-teacher meeting. The dates of these events may be found in the white calendar booklet, distributed at the beginning of the year.

PASTORAL

MY SON IS HAVING PROBLEMS ORGANISING HIS HOMEWORK. CAN HE STAY AFTER SCHOOL TO COMPLETE IT THERE?

The library is open and supervised every day after school for private study and homework, with access to laptops as well as the fully resourced shelves with literature, journals and reference books.

Library opening times:

Monday to Thursday: lunchtimes with a library pass

3:30pm – 5:00pm (6:00pm for 5th and 6th Form up to May half term)

Friday: lunchtimes with a library pass

3:30pm – 5:00pm

MY SON DOESN'T UNDERSTAND HIS HOMEWORK

Please check the instructions written in his planner (and failing that, on Satchel One) carefully with him. If he still does not understand, write a note in your son's homework diary to explain the difficulties your son is experiencing. He should then discuss them with his subject teacher as soon as possible to resolve the difficulty. If this is part of a larger concern with that subject, you may wish to contact the relevant Head of Department as detailed above.

MY SON HAS LOST HIS PE/GAMES KIT/PARTS OF HIS UNIFORM

Your son should check the lost property point outside the Multi-Gym, or at Barn Elms (which can be checked when he next goes there). Please make sure all items of clothing have a nametag so that it is easier to return lost items. If he does not have the correct kit for an upcoming lesson, please write a note in his planner for the relevant teacher.

MY SON HAS LOST HIS SCHOOL ACCESS CARD/ ZIP CARD/DOES NOT HAVE ENOUGH MONEY TO GET HOME?

Your son can buy a new access card (£2.00) from reception. It is vital that he has one at all times, since it enables the school to verify his presence in case of a fire.

If your son has lost his TFL zip card, he should go to his Housemaster or reception whereby his parents can be informed. It is prudent to provide him with sufficient money to pay for his fare home, but in case he does not have any money, the school will loan him a sufficient amount to enable him to get home (to be paid back the following day).

MY SON'S VALUABLES ARE MISSING

Your son should immediately report the loss or theft of an item to his subject teacher, form teacher or Housemaster depending on where the theft occurred. Please ask your son to avoid bringing valuable items/large sums of money into school. If they are worried about losing something of value, they can ask their Housemaster/Miss d'Aversa to look after it and collect it at the end of the day.

MY SON HAS LOST HIS HOMEWORK DIARY

He can purchase a new one for £2.00 from his Housemaster or Miss d'Aversa.

ATTENDANCE AND PUNCTUALITY

MY SON IS UNWELL, WHAT DO I DO?

Please telephone 02073850102, and select option 1. State the date of absence, your full name and the name and form of the pupil about whom you are calling.

Please also state the specific reason for his absence, e.g. 'My son is suffering from stomach pains and nausea', not just 'He is unwell'.

Parents of pupils who are absent, and have not reported this to the school, will receive an email. Please respond to this email promptly by contacting Reception, even if you believe your son to be in school.

WE HAVE A MEDICAL APPOINTMENT / EVENT ON A SCHOOL DAY, WHO DO I ASK PERMISSION FOR LEAVE?

Please try to avoid absence in term time as much as possible.

Requests for medical leave of all or part of a day should go by email to your son's Housemaster with as much notice as possible, and at least 24 hours' notice. You should also give your son a note, which he should bring into school.

Requests for leave of more than one day need to be made in writing to Mr Wright, The Headmaster, outlining the number of days your son will be absent and the reason for it. Please copy in your son's Housemaster to the email.

FROM WHOM DO I ASK PERMISSION IF WE HAVE A FAMILY WEDDING ON A SCHOOL DAY?

Requests of this nature must be made in writing to Mr Wright, The Headmaster, outlining the number of days your son will be absent and the reason for it. Please copy in your son's Housemaster to the email.

Medical or dental absence requests must be addressed to your son's Housemaster and **NOT** the Headmaster.

MY SON HAS AN APPOINTMENT DURING SCHOOL HOURS, WHAT DO I DO?

Contact your son's Housemaster as soon as possible. Please provide them with a written note, a minimum of 24 hours in advance, stating the reason for the absence, the date and time he will need to leave school.

MY SON IS LATE FOR SCHOOL

If your son arrives after the start of the school day but before 9.00am, he should go directly to form period, where he will be marked as late. If he arrives after 9.00am, he must report to Reception to be signed in and registered.

Pupils who arrive late are required to report to Mr McFarlane at 8.20am on the following school day. If a pupil fails to attend this morning report, he may be required to report again the next day at 8.10am. Failure to attend these morning reports may result in a lunchtime detention.

Where lateness becomes a recurring concern, pupils may be placed on a punctuality report. If there is insufficient improvement, parents will be invited into school to discuss the matter and agree appropriate strategies and, where necessary, further sanctions.

If your son has a valid reason for being late, he should speak to his Housemaster on the same day and explain the circumstances. A note will then be added to the school's system so that the member of staff overseeing late reports is aware of the reason and can adjust any follow-up accordingly.

We monitor punctuality closely and your son's Housemaster may contact you if concerns arise or additional support is required.

WHOM SHOULD I CONTACT IF MY SON IS REFUSING TO ATTEND SCHOOL?

Please contact your son's Housemaster in the first instance.

WHOM DO I CONTACT ABOUT A LUNCHTIME DETENTION?

Please contact your son's Housemaster.

BEHAVIOUR

MY SON RECEIVED A DETENTION; HOW LONG IS IT FOR AND WHAT WAS THE REASON FOR IT?

Short detentions, of no longer than 15-20 minutes, can be issued by staff without the need to notify parents. However, parents are notified in writing via email or a note in the pupil's homework diary for any detention over 30 minutes. A School or Senior Staff Detention will be communicated via email which also provides a short summary of what the detention was for. Daily Teacher Detentions will be entered into the Arbor Parent Portal.

WHAT DO I DO IF MY SON IS BEING BULLIED?

After talking to your son, please contact his Housemaster to inform them of the incident. Encourage him to talk to someone in school, such as his form teacher/Housemaster/Miss d'Aversa. If he is in first to third form, your son may wish to discuss the incident with someone closer to his own age such as the class bullying ambassador or sixth form mentor. If your son wishes to report a bullying incident anonymously, he can use the anti-bullying tile found in the shared area of RMunify.

HOW CAN I KEEP UP TO DATE WITH MY SON'S BEHAVIOUR AND ATTENDANCE IN SCHOOL?

The Arbor Parent Portal is linked to the school's behaviour log. This will give you access to any positive or negative entries received during the day in addition to his attendance data. If you do not have access to the Parent Portal, please check the school website for links regarding how to download it. Alternatively, please contact the email address below in the 'IT Issues' section.

I AM CONCERNED ABOUT MY SON'S BEHAVIOUR IN SCHOOL.

Do not hesitate to contact his Housemaster or Head of Department (if it is specific to a subject) in the first instance. Your son's Housemaster or Head of Department may place your son on report and liaise with Miss d'Aversa if there are no signs of improvement.

CO-CURRICULAR ACTIVITIES

HOW DO I KNOW WHEN A CO-CURRICULAR CLUB IS RUNNING?

All clubs and societies are listed on the school website. Pupils can check posters and notices regarding start dates and locations during form period. Please encourage your son to participate in a co-curricular activity and to talk to their form teacher if they fail to find the details of his chosen club.

HOW CAN MY SON JOIN A SPORTS TEAM?

The PE department run all sports clubs. Please check the school sports website or SOCS, for more information. There is a full list of co-curricular offerings in the School's booklet: see this link: [Co-Curricular Activities \(london-oratory.org\)](https://www.london-oratory.org/Co-Curricular-Activities)

SCHOOL LIFE

HOW DO I FIND OUT MORE INFORMATION ABOUT UPCOMING SCHOOL EVENTS?

Your son's (white) pocket calendar will have all the school events scheduled for this academic year.

The Headmaster's newsletter, published by email at the end of the week and on the school website outlines any upcoming events. The Password is Parents27 and it can be accessed via the 'blue tab' on the School website.

MY SON IS STARTING IN SEPTEMBER? WHAT STATIONERY SHOULD WE ORGANISE FOR HIM?

Subject teachers will provide exercise books and textbooks as required. His form teacher will issue a homework diary, mini whiteboard and whiteboard pen.

Parents should ensure that their son comes to school with:

- a scientific calculator (such as a Casio fx-83GTCW);
- a fully equipped pencil case containing at least two writing pens, a coloured pen, a pencil, a pencil sharpener, a ruler and a glue stick.

Scissors and correction fluid are not permitted in school and should not be brought in. The pencil case should be kept in your son's school bag.

RESPONSES TO SCHOOL COMMUNICATION

MY SON HAS A SCHEDULED MEETING WITH THE SCHOOL CAREERS ADVISOR; CAN I ATTEND?

Yes. Meeting dates and times will be given to your son on a letter during form period. Please ensure you reply via the return slip.

MY SON HAS LOST A LETTER OF COMMUNICATION TO PARENTS, HOW CAN I RECEIVE ANOTHER COPY?

In the first instance, your son should ask his form teacher or the teacher who issued the letter. If he is unable to resolve the problem, please email the relevant Head of Department.

URGENT REQUESTS

I NEED A MESSAGE TO BE PASSED ON TO MY SON. WHOM SHOULD I CONTACT?

As far as possible, please try to avoid the need to contact your son during the day, through careful planning and communication with him before he leaves for school. Please do not ask Housemasters as they are teaching throughout the day and may not see your son until lunchtime. Please telephone the school Reception who may be able to take a message and try to ensure your son receives it; however, please be aware that Reception is very busy and is not a guaranteed messaging service, and should only be used for emergencies.

IT ISSUES

MY SON CANNOT ACCESS SHOW MY HOMEWORK, WHO SHOULD I CONTACT?

Email it-help@los.ac for all IT related queries.

HEALTH ISSUES

MY SON NEEDS TO TAKE HIS MEDICATION IN SCHOOL.

Email Reception and your son's Housemaster to let them know. You will be sent a consent form from the Receptionist to fill in, which must be completed and returned to Reception before your son/daughter can take their medication. The medication will be stored safely at Reception.

SAFEGUARDING AND MENTAL HEALTH

WHO SHOULD I CONTACT IF THERE IS A SERIOUS SAFEGUARDING ISSUE THE SCHOOL NEEDS TO BE AWARE OF?

Please contact the appropriate school Designated Safeguarding Lead (DSL) or their deputy (Housemasters 1st-5th form, Senior Sixth Form Tutors for Sixth Form). Mr Moyes is the overall safeguarding lead. The DSLs and deputy DSLs are listed below:

Year Group	DSL	Deputy DSL
Junior House	Mr Jeffery	
First to Fifth Form	Mr Moyes	Housemasters: Ms Ley, Mr Harnett, Miss Donohue, Mr Marku, Mr Edgar, Mr Devlin.
		Senior Master: Miss d'Aversa
Sixth Form	Mr Gunasekara	Senior Sixth Form Tutors: Dr Drudi, Mr Edwards, Miss Owen, Miss Thornton.

WHO SHOULD I CONTACT IF MY SON HAS A MENTAL HEALTH ISSUE THE SCHOOL NEEDS TO BE AWARE OF?

Please contact your son's Housemaster in the first instance. They will then make a referral to Mr Moyes (Mental Health Lead) or Miss d'Aversa who can arrange for your son to be seen by a counsellor.